



DEPARTMENT OF
ADMINISTRATIVE SERVICES

GAVIN NEWSOM
MAYOR

Darryl Burton
DIRECTOR

August 9, 2004

Gloria L. Young
Clerk of the Board of Supervisor
City & County of San Francisco
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

AUG 10 2004

SAN FRANCISCO
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Re: City Administrator and Department of Administrative Services Annual Sole Source
Contracts Report for Fiscal Year 2003/2004.

Dear Ms. Young,

The following information is being provided pursuant to Administrative Code Section 67.24.e.3.iii directing departments to report on their sole source contracts on an annual basis.

The City Administrator and the Department Administrative Services are pleased to list their divisions and programs under their direction, and whether or not they have any sole contracts for FY2003/2004. For those divisions and programs with sole source contracts, detailed information such as vendor name, description of goods or services, begin and end dates, dollar amount contracted and spent, and justification is provided in the attachment.

The sole source contracts listed on in the attachment were approved by and assigned one of following sole source authorities by the Office of Contract Administration:

No Other Source (NOS) where unique commodity or service is known to be available from only one vendor.

Professional Services – No Other Source (PS-NOS) where unique professional service is known to be available from only one vendor.

Administrative Code 21.30 (Admin Code 21.30) where proprietary software or maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements.

Summary of Sole Source Contracts By Division:

<u>Division Name</u>	<u>Number of Contracts</u>	<u>Contracted Amount</u>	<u>Amount Spent</u>	<u>Details Attached</u>
Animal Care & Control	4	\$137,000	\$128,404	Yes
Central Shops	11	\$630,000	\$435,900	Yes
City Hall, Building Services	1	\$5,859	\$5,589	Yes
City Hall, Events Management	0			
Consumer Assurance	0			
Convention Facilities	1	\$13,142	\$13,142	Yes
County Clerk	1	\$150,000	\$37,975	Yes
Mayor's Office on Disabilities	1	\$9,350	\$8,600	Yes
Grants for the Arts	0			
Information Technology	0			
Labor Standards	0			
Medical Examiner	0			
Neighborhood Beautification	0			
OCA, Purchasing/MCO/HCAO	0			
Real Estate	0			
Reproduction & Mail	4	\$380,442	\$335,901	Yes
Total	23	\$1,325,793	\$965,781	

By submission of the above information the City Administrator's Office and the Department of Administrative Services have completed its annual sole source contract report for FY2003/2004.

Thank you for this opportunity to respond to your request.

Sincerely,



Darryl Burton
Director, Department of Administrative Services

copy: Gavin Newsom, Mayor
Ernest Llorente, Deputy City Attorney
Donna Hall, Sunshine Ordinance Task Force
William Lee, City Administrator
Public Library; Main, Government Section (2 copies)
http://www.sfgov.org/site/das_index.asp "Forms and Documents"

City Administrator and Department of Administrative Services

Sole Source Contracts

FY2003/2004 Report

Division	Vendor Name	Service/Item Description	Contract Dates: Begin End	Contract Amount	Amount Spent	ADPIC5 Doc No.	Justification
Animal Cntrl	Koeleian Industries, Inc	Removal of animal carcasses.	07/01/03 06/30/04	\$21,000	\$21,000	BPAN04000006	NOS: Twice weekly pick up and removal of animal remains
Animal Cntrl	Merial, Ltd.	Veterinary vaccinations and drugs.	07/01/03 06/30/04	\$9,000	\$7,404	BPAN04000007	NOS: Canine/feline rabies vaccinations, other feline inoculations for use in shelters with dense populations for contagious disease control as researched and required by the ACC veterinarian.
Animal Cntrl	Pets Unlimited	Emergency services, after hours for sick and injured animals.	07/01/03 06/30/04	\$57,000	\$57,000	BPAN04000027	PS-NOS: Non-Profit. Only full emergency service veterinary clinic open 24/7. Discounted rate applied.
Animal Cntrl	San Francisco SPCA	Spay/neuter surgery for dogs and cats available for adoption to the public.	07/01/03 06/30/04	\$50,000	\$43,000	BPAN04000021	PS-NOS: Non-Profit. Timely spay/neuter surgeries provided at discount rate without the need for transportation due to proximity of SPCA to ACC
Cntrl Shops	G C S Western Power	Case tractor parts.	07/01/03 06/30/04	\$25,000	\$5,426	BPPR04000114	NOS: Sole authorized dealer in Northern California.
Cntrl Shops	G C S Western Power	TYMCO street sweeping vehicle parts.	07/01/03 06/30/04	\$45,000	\$31,498	BPPR04000115	NOS: Sole authorized dealer in Northern California.
Cntrl Shops	Ht-Tech Emergency Vehicle Service Inc.	LTI fire truck ladder parts & repair.	07/01/03 06/30/04	\$50,000	\$25,746	BPPR04000112	NOS: Sole authorized dealer in Northern California
Cntrl Shops	Ht-Tech Emergency Vehicle Service Inc.	American LaFrance fire truck parts & repair.	07/01/03 06/30/04	\$30,000	\$17,446	BPPR04000165	NOS: Sole authorized dealer in Northern California.
Cntrl Shops	Municipal	Vac-Con sewage cleaning parts.	07/01/03 06/30/04	\$50,000	\$21,309	BPPR04000123	NOS: Sole authorized dealer in California.
Cntrl Shops	Municipal	Maintenance Equipt.	07/01/03 06/30/04	\$65,000	\$48,148	BPPR04000124	NOS: Sole authorized dealer in California.
Cntrl Shops	Municipal	Maintenance Equipt.	07/01/03 06/30/04	\$60,000	\$45,445	BPPR04000125	NOS: Sole authorized dealer in California.
Cntrl Shops	Municipal	GO-4 traffic enforcement vehicle parts.	07/01/03 06/30/04	\$30,000	\$7,393	BPPR04000098	NOS: Sole authorized dealer in California.
Cntrl Shops	N S T C	Boss Aquamiser graffiti remover parts & repair.	07/01/03 06/30/04	\$40,000	\$31,826	BPPR04000102	NOS: Sole authorized dealer in California.

Sole Source Contracts

FY2003/2004 Report

Division	Vendor Name	Service/Item Description	Contract Dates: Begin End	Contract Amount	Amount Spent	ADPICIS Doc No.	Justification
Cntrl Shops	Nixon-Egli	Link Belt crane, PB Loader & Wirgen grinder parts.	07/01/03 06/30/04	\$50,000	\$45,000	BPFR04000121	NOS: Sole authorized dealer in Northern California
Cntrl Shops	P G & E	Compressed natural gas.	07/01/03 06/30/04	\$185,000	\$156,664	BPFR04000051	NOS: Only bulk CNG provider in Northern California
City Hall/ Bldg Svcs	E C I F M	Annual license & support renewal of building management software.	07/01/03 06/30/04	\$5,859	\$5,859	POAD04000209	Admin Code 21.30: Proprietary software used by City Hall Building Management to create and manage scheduled & as-needed workorders.
Convention Facilities	Virco	Storage and transport racks for folding tables.	10/25/03 02/04/04	\$13,142	\$13,142	POCF04000023	NOS: Racks made specifically for use with Virco folding tables previously purchased
County Clk	AltPac	Clerk-Recorder Imaging information system.	07/01/02 06/30/05	\$150,000	\$37,975	BPAD03000018	Admin Code 21.30: Annual proprietary software license, support & as needed file conversion.
Mayor's Office on Disabilities	Katie Morris	ADA self-evaluation summary.	08/18/03 08/17/04	\$9,350	\$8,600	BPAD04000013	PS-NOS: Contractor has previous experience with data collected.
Repro&Mail	HP Indigo America	Maintenance and repair of high volume color printer.	07/25/02 06/30/04	\$365,000	\$322,667	BPFR03000188	NOS: Only authorized vendor for the maintenance and repair of high volume color printer. Base charge is \$4250 per month plus additional charge for every sheet of paper printed.
Repro&Mail	International Mailing Equipment Inc.	Maintenance and repair of Intelitouch mail processing equipment.	07/01/02 08/01/03	\$6,242	\$6,232	BPFR03000187	NOS: Maintenance and repair of proprietary mail processing equipment.
Repro&Mail	Pinney-Bowes	Maintenance and repair of 7 postage meters.	07/01/03 12/31/03	\$5,700	\$4,995	BPFR04000145	NOS: Sole distributor of proprietary postage meters.
Repro&Mail	Pinney-Bowes	Rental of 7 postage meters.	07/01/03 12/31/03	\$3,500	\$2,007	BPFR04000146	NOS: Sole distributor of proprietary postage meters.
			Totals:	\$1,325,793	\$965,781		



DEPARTMENT OF
ADMINISTRATIVE SERVICES

DOCUMENTS DEPT.

GAVIN NEWSOM
MAYOR

Darryl Burton
DIRECTOR

JUL 15 2005

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July 11, 2005

Gloria L. Young, Clerk of the Board
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Annual Sole Source Contracts Report for Fiscal Year 2004/2005.

Dear Ms. Young:

Attached is a report of sole source contracts for departments/divisions under the City Administrator and Administrative Services for FY 04-05. Sole source authorities as assigned by Purchasing are:

No Other Source (NOS) where unique commodity or service is known to be available from only one vendor.

Professional Services – No Other Source (PS-NOS) where unique professional service is known to be available from only one vendor.

Administrative Code 21.30 (Admin Code 21.30) where proprietary software or maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements.

The attached report provides detailed information such as vendor name, description of goods or services, begin and end dates, dollar amount contracted and spent, and justification. Please let me know if there are any questions.

Sincerely,


A handwritten signature in black ink, appearing to read "Ara Minasian".

Ara Minasian
Deputy Director

copy: Mayor's Budget Office, Controller, Sunshine Ordinance Task Force,
Naomi Little, Steve Legnitto,
Public Library, Main, Government Section (2 copies),
http://www.sfgov.org/site/das_index.asp "Forms and Documents"



Division	Vendor Name	Service/Item Description	Contract Dates: Begin	Contract Dates: End	Contract Amount	Spent as of 05/31/05	ADPCS Doc No.	Justification
Central Shops	Mapcon Technologies	Vehicle maintenance management application software	07/01/04	05/31/07	\$13,742	\$9,161	BPPR05000067	Admin Code 21.30: Multi year support, upgrades and fixes for proprietary software used to manage vehicle/equipment preventive-tive maintenance and as-needed repairs including labor, parts and material costs.
Central Shops	Mapcon Technologies	Vehicle maintenance management application software	05/03/05	06/30/05	\$9,285	\$0	POP05001412	Admin Code 21.30: Custom programming of proprietary software to integrate custom window changes with updated and newly installed versions of the software.
Central Shops	Trak Engineering	Automated fuel dispensing tracking system	04/01/05	06/30/05	\$30,733	\$0	POP05001254	NOS: Upgrade the current Trak automated fuel dispensing tracking system to its newer version utilizing radio frequency technology and eliminating the use of the less efficient fuel key reader method.
Convention Facilities	San Francisco Convention & Visitors Bureau	Marketing service	07/01/04	06/30/05	\$7,320,578	\$5,821,190	POCF04000023	PS-NOS: Solicit, arrange & service conventions, and publicize San Francisco to attract conventions and visitors, especially to the Moscone Center and Bill Graham Auditorium San Francisco Business & Tax Regulation Code, Article 7, Section 515.01(b)(2).
County Clerk	AlPac	County Clerk imaging information system	07/01/02	06/30/05	\$150,000	\$54,250	BPAD03000018	Admin Code 21.30: Multi year proprietary software license, support & as needed file conversion.
Medical Examiner	Dade Behring Inc	Assay kits & related products for chemical analyzer	08/25/04	06/30/05	\$30,000	\$12,327	BPCM05000010	NOS: Proprietary assay kits and related products for the Emit analyzer to test for the presence of amphetamine, methamphetamine, barbiturate, benzodiazepine, cannabinoids, cocaine, opiate, PCP, ...
Real Estate	Black Bear (Security) 25 Van Ness - 30 Van Ness - 875 Stevenson	(Security Guard Services, Bldg./Property)	11/1/96 - 5/1/02 - 7/1/03	10/31/1998 (Currently Mo. to Mo.) No ending date stated (Currently Mo. to Mo.) No ending date stated (Current (Currently Mo. to Mo.))	Base Contract Amt. - \$7,300/mo. Contract	\$45,700	PORE	- Waiting to issue mgmt. RFP prior to contract. - Waiting to issue mgmt. RFP prior to contract. - Waiting to issue mgmt. RFP prior to contract.
Real Estate	Clean-A-Rama Maintenance Services Inc. 30 Van Ness -	(Janitorial Services)	11/1/00 - 8/19/99	10/31/04 (Currently Mo. to Mo.) No ending date stated (Currently Mo. to Mo.)	Base Contract Amt. - \$42,564.60	\$35,000	PORE	- Contract assumed when building was purchased on 10/4/01. - Waiting to issue mgmt. RFP prior to contract.
Real Estate	Convenient Parking 1660 Mission St.	(Parking Garage Management Services)	4/1/94	3/31/99 (Currently Mo. to Mo.)	Base Mgmt Fee -	\$41,600	PORE	- New contract to start Oct. 2005.



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Division	Vendor Name	Service/Item Description	Contract Dates; Begin End		Contract Amount	Spent as of 05/31/05	ADPICS Doc No.	Justification
Real Estate	McCoy's Patrol Service 1660 Mission St.	(Security Guard Bldg./Property)	1/1/97	12/31/98 (Currently Mo. to Mo.)	Base Contract	\$24,000	PORE	Waiting to issue mgmt. RFP prior to contract.
Real Estate	Oak Mechanical Inc. 30 Van Ness	(Maint/Repair, Air Conditioning Sys & Eqpt)	10/1/00	10/1/2004 (Currently Mo. to Mo.)	Base Contract	\$52,000	PORE	Contract assumed when building was purchased on 10/4/01.
Real Estate	Peninsula Air Conditioning 25 Van Ness	(Maint/Repair, Air Conditioning Sys & Eqpt)	10/24/91 - 4/1/04	Currently Mo. to Mo. - Currently Mo. to Mo.	Base Contract Amt. -	\$164,200	PORE	Waiting to issue mgmt. RFP prior to contract.
	875 Stevenson		10/1/01	Currently Mo. to Mo.	\$1,031.96/ mo.			Waiting to issue mgmt. RFP prior to contract.
	555-7th St.		8/1/02	Currently Mo. to Mo.	(Current Contract Amt. -			Waiting to issue mgmt. RFP prior to contract.
Reproduction & Mail	1660 Mission St. Bell & Howell Mail & Messaging Technology	Maintenance/repair of Jetstar, Compass & Mailstar mail processing eqpt.	07/01/04	06/30/09	\$486,250	\$91,029	BPFR05000145	NOS: Multi year preventative maintenance and as-needed repairs agreement with original equipment manufacturer.
Reproduction & Mail	Xerox	Supplies for Xerox Docutech 6155 & 6180 copiers	07/01/04	08/01/05	\$48,000	\$38,945	BPFR05000127	NOS: Toner, developer, fuser oil and related supplies from original equipment manufacturer to maintain warranties.
Reproduction & Mail	Xerox	Maintenance/repair of Xerox Docutech 6155 & 6180 copiers	07/01/04	08/01/05	\$250,000	\$249,995	BPFR05000149	NOS: Preventative maintenance and as-needed repairs agreement with original equipment manufacturer.

